

**Attachment 5
 Submission Form for
 Technical Proposal
 (Room Block Only)**

A. Proposer’s name, address, telephone and fax numbers, email and federal tax identification number.

Firm (Legal Name):	
Address:	
Address Line 2:	
City, State, Zipcode	
Contact:	
Title:	
Phone Number:	
Fax Number:	
Email Address:	
Federal Tax ID Number:	

B. Propose Sleeping Room schedule. Enter “n/a” for any items that are not applicable.

Date	Type of Sleeping Room	Estimated Number of Sleeping Rooms	Requested Upgrades at Group Rate	Confirm Number of Rooms able to provide	Confirm Number of Upgrades able to provide
Sunday, October 21	Single/Double Occupancy	50	0		
Monday, October 22	Single/Double Occupancy	50	0		
Tuesday, October 23	Single/ Double Occupancy	45	0		
Wednesday, October 24	Single /Double Occupancy	20	0		
Thursday, October 25	Check Out	0			
		165			

Are Sleeping rooms compliant with American Disabilities Act (ADA)?

Yes	
No	

C. Propose the cut-off date for reservations: _____

D. Other Program Needs (identify if included in other proposed pricing):

Item No.	Description	Approved (please note if approved)	Alternative
1.	Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room.		

E. Propose options for transportation to the hotel on public transportation
Discuss the various means of transportation to local airports.
Discuss the approximate distance from major freeways.

F. Signature (must be completed by proposer):

SIGNED this _____ day of _____, 20_____.

By: _____
Signature _____ Print Name _____

Title: _____